

INSTRUCTION GUIDE  
FOR RMTS CALENDARS  
AND WORK SCHEDULES  
In the  
Commonwealth of Virginia  
for Medicaid and Schools  
participating School Divisions

Effective FY 2018

# Virginia Calendar Entry

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## A. RMTS Calendars: Overview and Purpose

Prior to the start of the Random Moment Time Study (RMTS), each school division must complete the set-up in the system that will identify when participants are available to be chosen for random moments. Information such as scheduled closures for holidays and vacations, as well as the **work days** and **hours** for each 'Work Schedule' will be entered into the system. This will provide the proper framework from which moments may be accurately selected.

All calendar entry (or changes) must be completed in the RMTS system no later than the first Friday of the month preceding the start of each quarter.

<u>Time Study Quarter:</u>	<u>Calendar Entry/Edit Deadline:</u>
October 1 – December 31	First Friday of September
January 1 – March 31	First Friday of December
April 1 – End of School Year	First Friday of March

### Steps to Enter RMTS Calendars

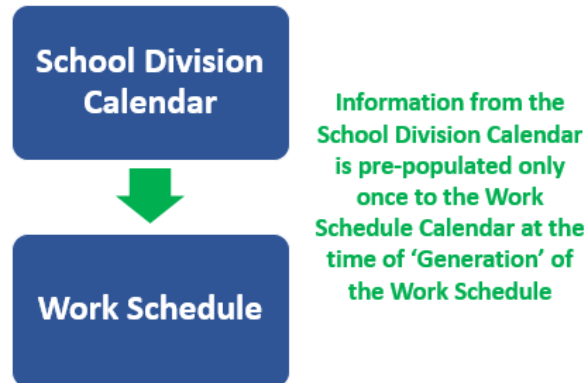
Prior to each RMTS quarter, you will complete the following tasks:

1. Annually, enter your School Division (division wide) calendar – days and shifts
2. Quarterly, determine if any new Work Schedules are needed and create them if needed
3. Quarterly, Enter or Edit Work Schedules as needed – days and shifts
4. Review system-generated reports to ensure the accuracy of your Work Schedules

## B. Key Concepts for RMTS Calendars

### Calendar Hierarchy:

The calendars work in a hierarchical order. This means that the schedule information that is entered into the system for the School Division calendar will be used to pre-populate the Work Schedule level calendars. So school division-wide holidays and non-working days should be entered into the School Division calendar first, then when Work Schedule calendars are generated afterwards, they will be pre-populated with the School Division holidays and days off. But this only works once, at the exact time that the work schedule is initially generated for the year.



### Global Calendar Information Section:

The information displayed in the top section of the calendar screen is **global** information that applies to the **entire calendar**. So, if you change the Weekends setting to be Moment Days, that change will apply to the whole calendar. Likewise, if you change the Start and End times in this top section, that change will apply to every working day in the calendar that has not been configured to a special/modified shift.

Calendars		
School Division	Work Schedule	Health Personnel

Search Criteria

School Division  
Abc Sunshine School Of Virginia

Work Schedule  
High School (07/01/2016-)

Fiscal Year  
2017

Show Calendar

Global Calendar Setup

Start Date  
07/01/2016

End Date  
06/30/2017

Weekends  
Non-Moment Days

Update Calendar

Delete Calendar

Shifts

\*Start Time  
AM

\*End Time  
PM

Add

Start Time	End Time	Save	Delete
08:00 AM	03:30 PM		

### Detail Daily Calendar information Section:

The information displayed in the bottom portion of the calendar is the **detail or daily** information. To work within this section, you will click on **specific day(s)** which you wish to edit (the color of selected day(s) will change to blue) then click on the action button to the right to make modifications to the selected days. You can select specific days to

- Mark as Working Days
- Mark as Non-Moment Days
- Modify Shifts (to change the start and end times for the selected days)

Action  
Buttons



<

July 2016

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

August 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

October 2016

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

November 2016

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Mark as Working Days

Mark as Non-Moment Days

Modify Shifts

Color Codes

1

Standard Working Day (Editable)

1

Non-Moment Day (Editable)

1

Different Shifts Configured (Editable)

1

Selected for Editing

Outside the Fiscal Year Calendar Days (Non-Editable)

1

Day not of current month (Non-Editable)

Day highlighted

## C. Logging on to the system

1. Calendar information is entered into the School Based Claiming section of the system.

Login:

Login

User ID:

Password:

☒ Remember User ID

[Reset/Forgot Password?](#)

[Instructions for Logging in](#)

[Contact Us](#)

**School-Based Medicaid Program**

Since 1988, Congress has allowed local school districts to receive Medicaid reimbursement for health-related services provided to special education students. The Center for Health Care Financing serves these school districts by efficiently processing medical service claims and identifying administrative support costs that are eligible for federal reimbursement.

In order to provide our clients with the most accurate and efficient service possible, the Center has created this web-based claiming system. Through this simple online interface, you can:

- Input claim data
- Upload data in a variety of formats
- Document health-related services and time studies
- Maintain service provider licensure information
- Track IEP prescribed services for each special education student
- Simplify audits and information requests
- Maintain full claims history, helping to centralize claim information
- Manage user access to data, ensuring state-of-the-art security and compliance with all applicable federal security and privacy guidelines

To learn more about the Center and its services, please visit <http://chcf.umassmed.edu/>. For more information on Commonwealth Medicine, [click here](#).

2. If you are logged onto the Random Moment Time Study section shown below, you can toggle to the School Based Claiming section by clicking on the tab at the top

Logon

Please enter your User ID and Password. If you don't have an account, contact your System Administrator.

User ID:

Password:  [Forgot Password](#)

Click [here](#) to read Non-UMMS User Data Access Agreement.

[Contact Us](#)



## D. Steps to Enter RMTS Calendars

### I. Create new Work Schedules, if needed:

Review your participants and the scheduled hours that they work. Group participants together by common work schedules, not necessarily by job title or work location. For each work schedule that you'll be assigning to one or more of your participants, you'll create a 'Work Schedule' name in the system. That name will then be used on your list of participants to match your participants to their correct Work Schedule so that the RMTS will select random moments for participants on dates and times when they will be working.

From the left hand navigation bar select 'School Division' and the screen below will be displayed. Click on the hyperlink for the School Division Name.

School District	SD Hierarchy								
Administrative Claiming	School District : <input type="text"/> Provider Number : <input type="text"/> NPI : <input type="text"/> Status : <input type="text"/> Service Type : <input type="text"/> <input type="button" value="Search"/>								
Online Training	Page 1								
RMTS Admin	<table border="1"><thead><tr><th>School District ▲</th><th>Provider Number</th><th>NPI</th><th>Service Type</th></tr></thead><tbody><tr><td><a href="#">Training School District</a></td><td>06119</td><td>00000K1608</td><td>AAC</td></tr></tbody></table>	School District ▲	Provider Number	NPI	Service Type	<a href="#">Training School District</a>	06119	00000K1608	AAC
School District ▲	Provider Number	NPI	Service Type						
<a href="#">Training School District</a>	06119	00000K1608	AAC						

A list of all the current Work Schedules, if any, will be displayed on the next screen. To add a new Work Schedule, click on the 'Add' hyperlink.

School District	SD Hierarchy
Administrative Claiming	School District : Training School District
Online Training	Service Type : AAC
RMTS Admin	Page 1 <a href="#">2</a>

School Name ▲	Start Date	End Date	
<a href="#">630 am -300 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">700 am -300 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">700 am -330 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">730 am -300 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">730 am -330 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">730 am -400 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">730 am -530 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">740 am -310 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">745 am -300 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">745 am -315 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">800 am -330 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">800 am -430 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">800 am -500 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">810 am -350 pm</a>	10/01/2015		<input type="checkbox"/>
<a href="#">830 am -230 pm</a>	10/01/2015		<input type="checkbox"/>

[Add](#) | [Delete](#)

Enter a name for your work schedule in the 'Name' field and enter a 'Start Date' as of the first day of the quarter when you will first use this schedule. Then click 'Save.'

School District : Training School District  
Service Type : AAC

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**Add School**

\* School Name :


School ID :

School Short Name :

School Type :

\*Start Date :

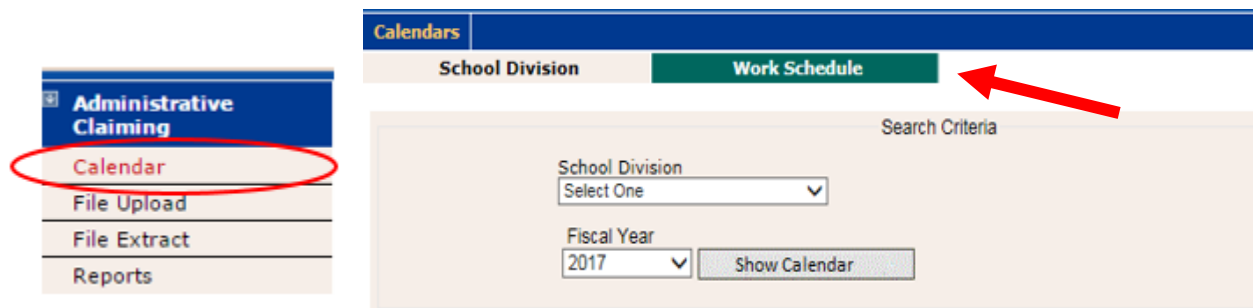
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## II: Calendar Information:

Start by entering a 'School Division' calendar. This calendar will contain your division-wide school vacation days and holidays. By entering these division-wide days off on the 'School Division' calendar, the information will automatically be populated into each of the 'Work Schedule' calendars for you, saving you time, and ensuring consistency

From the left hand navigation bar select 'Administrative Claiming' and that menu section will expand. Then select 'Calendar.'



Along the top of the screen, you will see three tabs, representing different calendar levels:

- School Division level – a calendar that identifies holidays, non-work days and *general* work hours for the entire School Division. This information will default to the next level, Work Schedule, so that the common days off do not have to be entered more than once.
- Work Schedule level – a calendar that identifies holidays, non-work days and work hours defaulted from the School Division level, which you can personalize by changing the Start Time and End Time, and adding or deleting days off, for groups of individuals who work the same days and hours. By entering more specific work hours and days, you are avoiding individuals from receiving moments when they do not normally work, or allowing them to receive moments when they do work. The goal is to group all individuals who work the same days and hours into Work



Schedules. Individuals in these groups will cross over job descriptions and work locations.

**Note:** If you have participants with very unique schedules who require an individualized calendar, simply create a unique Work Schedule and assign only that participant to the schedule. Hint: Name unique schedules by the participant's last name for easy identification.

## E. School Division Calendar Set-up

### I. Generating a School Division Calendar

Note: If you receive error messages, see the section H on error messages at the end of this document.

1. Start by entering the Global Calendar Setup under 'School Division' calendar.
  - a. Select the School Division tab along the top
  - b. Choose your School from the School Division drop down menu. You will only be able to choose School(s) to which you have been assigned.
  - c. Select the correct Fiscal Year from the Fiscal Year drop down menu (for example, 7/1/16-6/30/17 = FY 2017)
  - d. Click Show Calendar button
  - e. If a calendar has not been created for the year, click the next button labelled Generate Calendar

The first screenshot shows the 'Calendars' interface with the 'School Division' tab selected. The 'Search Criteria' section contains a 'School Division' dropdown menu with 'Select One' selected, a 'Fiscal Year' dropdown menu with '2017' selected, and a 'Show Calendar' button. A red arrow points to the 'School Division' dropdown menu.

The second screenshot shows the 'Calendars' interface with the 'School Division' tab selected. The 'Search Criteria' section contains a 'School Division' dropdown menu with 'Abc Sunshine School Of Virginia' selected, a 'Fiscal Year' dropdown menu with '2017' selected, and a 'Show Calendar' button. Below this is the 'Global Calendar Setup' section, which contains the text 'The State calendar will be used to create the calendar.' and a 'Generate Calendar' button. A red arrow points to the 'Generate Calendar' button.

## II. Entering Shift Start and End Time for School Division Calendar

Search Criteria

School Division  
Abc Sunshine School Of Virginia

Fiscal Year  
2017

Show Calendar

Global Calendar Setup

Start Date  
07/01/2016

End Date  
06/30/2017

Weekends  
Non-Moment Days

Update Calendar

Delete Calendar

Shifts

\*Start Time

\*End Time

AM

PM

Add

Start Time	End Time	Save	Delete
08:00 AM	03:30 PM		

On the right, under Shifts, the Start Time and End Time are defaulted from a State level calendar. This should be the most common start and end times. You can change this time, or leave this time and change it when you enter the more specific Work Schedule hours in the next section.

### Shift Changes Applied to All Days

- To change the time for *all work days* in the calendar, click in the Start Time or End Time box, change the time, change AM and PM if needed, and click Save. For example, click in the box that says 08:00, type 08:30 AM, then click Save.

Shifts

\*Start Time

\*End Time

AM

PM

Add

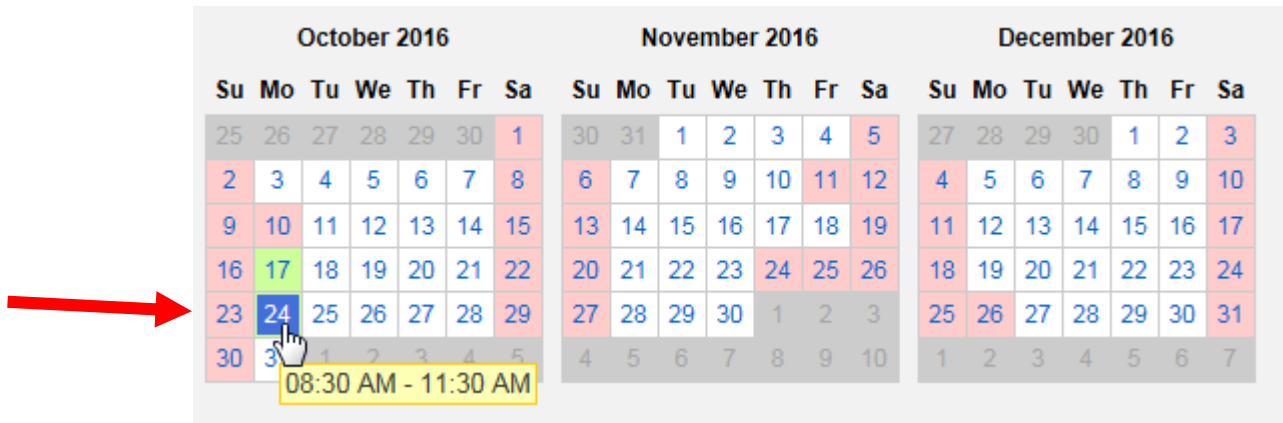
Start Time	End Time	Save	Delete
08:30 AM	03:30 PM		

**Note:** There must always be a shift time listed. If you are changing times within the listed time period for the *entire quarter*, edit the Start Time, End Time fields. If you are changing times for *specific dates*, see Modify Shift below.

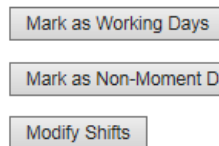
## Shift Changes Applied To Specific Days

- g. To change the time for certain days, such as partial work days that apply to the entire division, click on the appropriate day or days, which will turn blue.

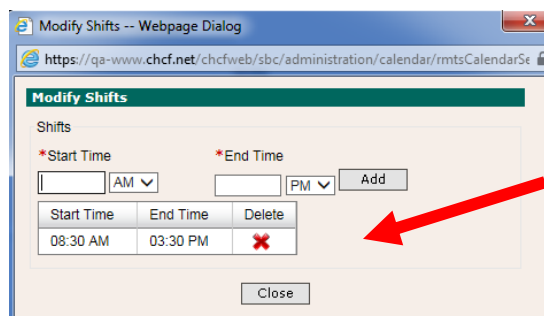
**Note:** Changes will apply to any days selected in blue.



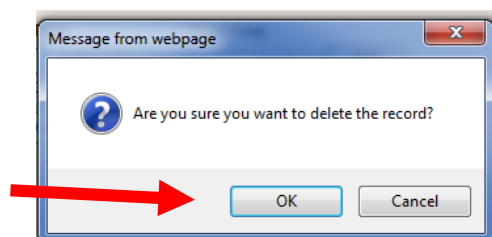
- h. click Modify Shifts on the right.



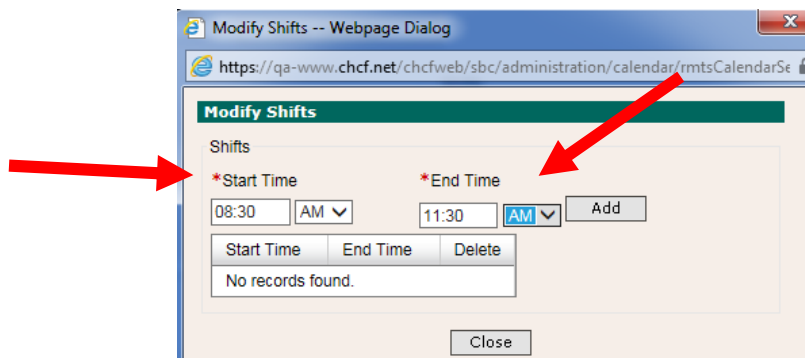
- i. Click the Red X to delete the shift time listed.



- j. Click OK to confirm the action.



- k. Enter the new Start Time and End Time, indicating AM or PM. Click Add.



Modify Shifts -- Webpage Dialog

https://qa-www.chcf.net/chcfweb/sbc/administration/calendar/rmtsCalendarSe

**Modify Shifts**

Shifts

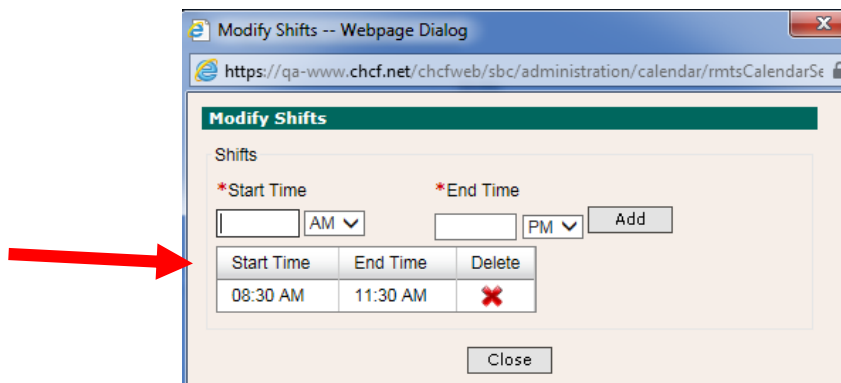
\*Start Time 08:30 AM \*End Time 11:30 AM Add

Start Time End Time Delete

No records found.

Close

- l. See the new Start and End Times listed. Click Close.



Modify Shifts -- Webpage Dialog

https://qa-www.chcf.net/chcfweb/sbc/administration/calendar/rmtsCalendarSe

**Modify Shifts**

Shifts

\*Start Time AM \*End Time PM Add

Start Time End Time Delete

08:30 AM 11:30 AM X

Close

- m. Use your cursor to hover over the date and see the time change.

October 2016							November 2016							December 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

08:30 AM - 11:30 AM

### III. Marking Working Days and Non-Moment Days for School Division Calendars

Note: If you receive error messages, see the section H on error messages at the end of this document.

The screenshot displays a calendar interface with a grid of months from July 2016 to March 2017. Each month's calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. Days are color-coded: blue for standard working days, red for non-moment days, and green for different shifts. A red arrow points to the 'Mark as Working Days' button in the right sidebar. Below the buttons is a 'Color Codes' legend.

**Buttons:**

- Mark as Working Days
- Mark as Non-Moment Days
- Modify Shifts

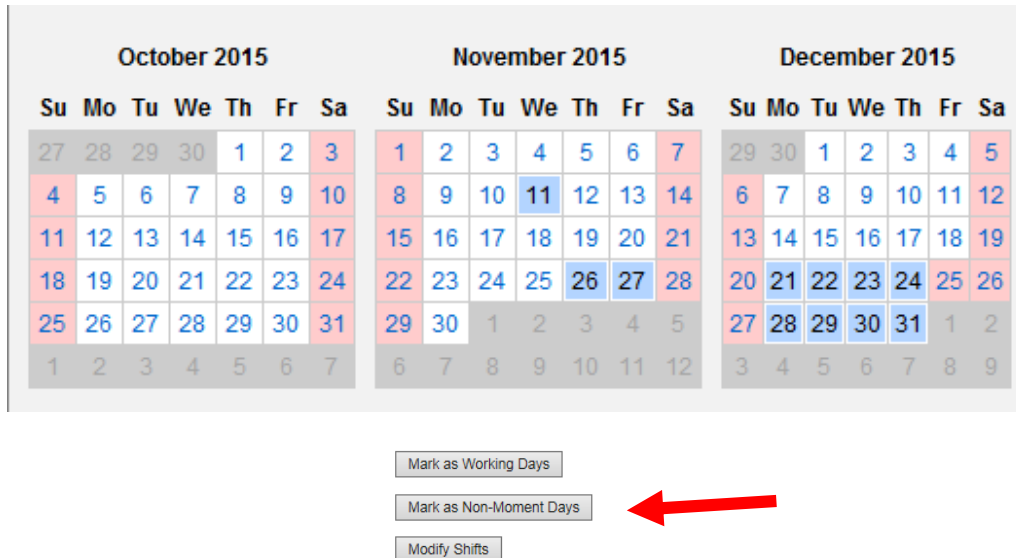
**Color Codes:**

- 1 Standard Working Day (Editable)
- 1 Non-Moment Day (Editable)
- 1 Different Shifts Configured (Editable)
- 1 Selected for Editing
- 1 Outside the Fiscal Year Calendar Days (Non-Editable)
- 1 Day not of current month (Non-Editable)
- 1 Day highlighted (Editable)
- 1 Standard Working Day (Non-Editable)
- 1 Non-Moment Day (Non-Editable)
- 1 Different Shifts Configured (Non-Editable)

Next to the calendar, on the right side you will see three buttons:

- i. Mark as Working Days
- ii. Mark as Non-Moment Days
- iii. Modify Shifts

- n. For holiday or vacation days, click on the date, for example November 11<sup>th</sup>, Veteran's Day, Thanksgiving and Christmas Holidays, which will turn blue, then click 'Mark as Non-Moment Day'. After the change, the box will turn pink and the number blue. You can click on as many days in a week or months as you need at one time before clicking 'Mark as Non-Moment Day'.



- o. If a day is marked as Non-Moment Day, but is an actual work day, click on that date, then click 'Mark as Working Day'.

**Note:** changes will apply to any date selected and marked as blue. Be sure to deselect the date if you don't want a change to apply.

## F. Work Schedule Calendar Set-up

Once the Division-wide calendar information has been completed, then proceed to enter the calendar data for each Work Schedule group.

Work Schedules are used to make calendars more specific to the actual work hours and days for groups of individuals, by changing the Shifts hours and or adding or deleting days off. By entering more specific work hours and days, you are avoiding individuals from receiving moments when they do not normally work, or allowing them to receive moments when they do work. Individuals in these groups may cross over job descriptions and work locations.

### I. Creating Work Schedule Groups

You can create as many Work Schedules as needed, but you will need to update and maintain each schedule as needed. When you choose the name of the Work Schedule, make it descriptive

enough so that you can select the correct calendar from the drop down menu when you need to make edits.

The screenshot shows the 'Calendars' tab with three sub-tabs: 'School Division', 'Work Schedule', and 'Health Personnel'. The 'Work Schedule' sub-tab is active. Below the sub-tabs is a 'Search Criteria' section. It contains a 'School Division' dropdown menu with 'Abc Sunshine School Of Virginia' selected, a 'Fiscal Year' dropdown menu with '2017' selected, and a 'Show Calendar' button. To the right of these is a 'Work Schedule' dropdown menu with a list of options: 'Select One', 'Elementary School (07/01/2016-)', 'High School (07/01/2016-)', and 'Middle (07/01/2016-)'. A red arrow points to the 'Work Schedule' dropdown menu.

## II. Generating a Work Schedule Calendar

- Select the Work Schedule tab along the top
- Choose your School from the School Division drop down menu. You will only be able to choose School(s) to which you have been assigned.
- Select the Work Schedule from the drop down menu.
- Select the correct Fiscal Year from the Fiscal Year drop down menu (for example, 7/1/16-6/30/17 = FY 2017)
- Click 'Show Calendar' button

This screenshot is identical to the one above, showing the 'Calendars' tab with the 'Work Schedule' sub-tab active. It highlights the 'Work Schedule' dropdown menu with a red arrow.

- If a calendar has not been created, click the button labeled 'Generate Calendar'

This screenshot shows the 'Calendars' tab with the 'Work Schedule' sub-tab active. The 'School Division' dropdown menu is set to 'Abc Sunshine School Of Virginia' and the 'Fiscal Year' dropdown menu is set to '2017'. The 'Work Schedule' dropdown menu is set to 'High School (07/01/2016-)'. Below the search criteria is a 'Global Calendar Setup' section. It contains the text 'The School Division calendar will be used to create the calendar.' and a 'Generate Calendar' button. A red arrow points to the 'Generate Calendar' button.

The Work Schedule calendar is automatically populated with the non-moment days that were set-up in the School Division Calendar. The Work Schedule level will allow you to create 'work schedule calendars' that are more specific for groups of people who work the same days and hours. People are grouped by work schedule, not by job title or work location. The calendar in this example will be for Work Schedule A. You will repeat these steps for each Work Schedule you create in your school division.

Search Criteria

School Division

Fiscal Year

Work Schedule

---

Global Calendar Setup

Start Date: 07/01/2016   End Date: 06/30/2017   Weekends:

Shifts

\*Start Time:  AM

\*End Time:  PM

Start Time	End Time	Save	Delete
08:00 AM	03:30 PM	<input type="button" value="Save"/>	<input type="button" value="Delete"/>

July 2016							August 2016							September 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	31	1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31	1	2	3	25	26	27	28	29	30	1
31	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8

October 2016							November 2016							December 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

January 2017							February 2017							March 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	29	30	31	1	2	3	4	26	27	28	1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31	1	2	3	4	26	27	28	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8

Color Codes

- Standard Working Day (Editable)
- Non-Moment Day (Editable)
- Different Shifts
- Configured (Editable)
- Selected for Editing
- Outside the Fiscal Year Calendar
- Days (Non-Editable)
- Day not of current month (Non-Editable)
- Day highlighted (Editable)
- Standard Working Day (Non-Editable)
- Non-Moment Day (Non-Editable)
- Different Shifts
- Configured (Non-Editable)



### III. Entering Shifts Start and End Time for Work Schedules

Note: If you receive error messages, see the section I on error messages at the end of this document.

Search Criteria

School Division: Abc Sunshine School Of Virginia

Work Schedule: High School (07/01/2016-)

Fiscal Year: 2017

Show Calendar

Global Calendar Setup

Start Date: 07/01/2016

End Date: 06/30/2017

Weekends: Non-Moment Days

Update Calendar

Delete Calendar

Shifts

\*Start Time: [ ] AM

\*End Time: [ ] PM

Add

Start Time	End Time	Save	Delete
08:00 AM	03:30 PM		

On the right, under Shifts, the Start Time and End Time are defaulted from the State Division level calendar. You can change this time if your Work Schedule group works different hours.

#### Shift Changes Applied to All Days

- g. To change the time, click in the Start Time or End Time box, change the time, change the AM or PM as needed and click Save. For example, click in the box that says 08:00, type 08:30 AM. If the End Time is before noon, be sure to change the PM to AM, then click Save.

Shifts

\*Start Time: [08:30] AM

\*End Time: [03:30] PM

Add

Start Time	End Time	Save	Delete
08:30 AM	03:30 PM		

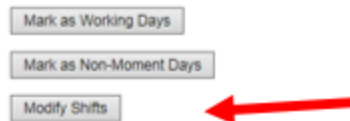
**Note:** There must always be a shift time listed. If you are changing times within the listed time period for the entire quarter, edit the Start Time, End Time fields. If you are changing times for specific dates, see Modify Shift below.

## Shift Changes Applied To Specific Days

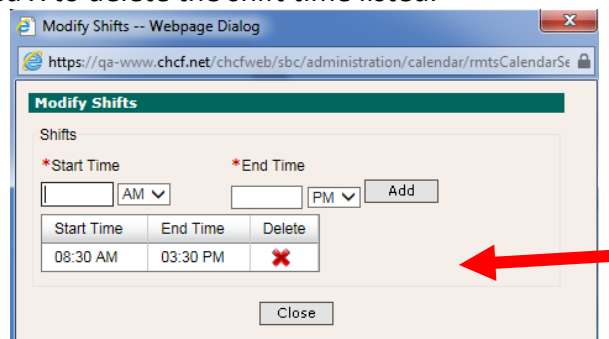
- h. To change the time for certain days, such as partial work days that apply to the Work Schedule, click on the appropriate day or days, which will turn blue.



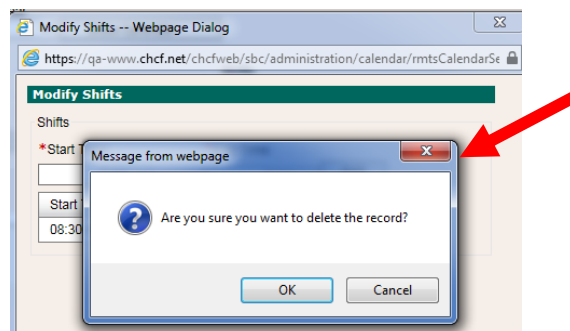
- i. Click Modify Shifts on the right.



- j. Click the Red X to delete the shift time listed.



- k. Click OK to confirm the action.



- I. Enter the new Start Time and End Time, select AM or PM, click Add.

Modify Shifts -- Webpage Dialog

https://qa-www.chcf.net/chcfweb/sbc/administration/calendar/rmtsCalendarSe

**Modify Shifts**

Shifts

\*Start Time      \*End Time

08:30    AM      11:30    AM    Add

Start Time	End Time	Delete
No records found.		

Close

See the new Start and End Times listed.

Modify Shifts -- Webpage Dialog

https://qa-www.chcf.net/chcfweb/sbc/administration/calendar/rmtsCalendarSe

**Modify Shifts**

Shifts

\*Start Time      \*End Time

   AM         PM    Add

Start Time	End Time	Delete
08:30 AM	11:30 AM	X

Close

- m. Click Close.

The date box will appear green, indicating that date has a modified shift. Use your cursor to hover over the date and see the time change.

October 2016							November 2016							December 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	1	30	31	1	2	3	4	5	27	28	29	30	1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	1	2	3	25	26	27	28	29	30	31
30	31	1	2	3	4	5	4	5	6	7	8	9	10	1	2	3	4	5	6	7

08:30 AM - 11:30 AM

## IV. Marking Working Days and Non-Moment Days for Work Schedules

The screenshot displays a multi-month calendar interface. The calendar is organized by month, with each month's grid showing days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. Days are color-coded: standard working days are white, non-moment days are pink, and days with different shifts are green. A red arrow points to the 'Mark as Working Days' button on the right side of the interface. Below this button are 'Mark as Non-Moment Days' and 'Modify Shifts' buttons. A legend titled 'Color Codes' explains the color-coding system.

**Color Codes**

- 1 Standard Working Day (Editable)
- 1 Non-Moment Day (Editable)
- 1 Different Shifts Configured (Editable)
- 1 Selected for Editing
- Outside the Fiscal Year Calendar Days (Non-Editable)
- Day not of current month (Non-Editable)
- 1 Day highlighted (Editable)
- 1 Standard Working Day (Non-Editable)
- 1 Non-Moment Day (Non-Editable)
- 1 Different Shifts Configured (Non-Editable)

Next to the calendar, on the right side you will see three buttons:

- i. Mark as Working Days
  - ii. Mark as Non-Moment Days
  - iii. Modify Shifts
- n. Holidays or vacation days that are different from the School Division calendar can be entered on specific Work Schedule calendars. For example, if staff in 'Work Schedule A' do not work the day before Thanksgiving, click on the date, November 23rd, then click 'Mark as Non-Moment Day'. The box will turn pink and the number blue. You can click on as many days in a week or months as you need at one time before clicking 'Mark as Non-Moment Day'.
  - o. If a day is marked as Non-Moment Day, but is an actual work day, click on that date, then click 'Mark as Working Day'. For example, if staff in 'Work Schedule B' do not have the last week of December off, click on each date as needed, then click Mark

as Working Days. This will allow staff in Work Schedule B to receive moments during this time.

- p. Weekends in most cases they will be 'Non-Moment Days.' if your staff work weekends, then select the date and click 'Mark as Working Days.'

## H. Reports for Quality Assurance

After calendars have been completed, there are two reports you can run to check number of work hours.

On the left hand navigation bar, select Administrative Claiming, then Reports.

The screenshot displays the 'AAC Reports' interface. On the left, the 'Administrative Claiming' menu is expanded, and the 'Reports' option is selected, indicated by a red arrow. The main content area is titled 'Administrative Activity Claim Reports' and contains three sections: 'AAC Claim Reports' with links for 'Claim Summary Report', 'Claim Calculation Detail Report', 'Cost Pool Calculation Report', and 'Operating Costs Report'; 'Other AAC Reports' with a link for 'A19 Form'; and 'Random Moment Time Study Reports' with links for 'RMTS Participant Moment Not Completed Report', 'RMTS Calendar Configuration Report', 'RMTS Participant Moments Completed to Date Report', 'Calendar Data Entry Report', 'RMTS Participation Compliance Status Report', and 'Calendar Data Entry Summary Report'. A link 'Print all reports in PDF format' is also present.

Under the grouping of Random Moment Time Study Reports, there are two reports, Calendar Data Entry Report and Calendar Data Entry Summary Report.

The screenshot shows a web application interface. On the left is a dark blue sidebar with a menu. The 'Reports' item is highlighted in red. To the right, the 'AAC Reports' section is active, displaying a list of report links. A red arrow points from the 'Calendar Data Entry Report' link in the 'Random Moment Time Study Reports' section to the 'Reports' item in the sidebar.

AAC Reports	
<b>Administrative Claiming</b>	<b>AAC Reports</b>
Data Submission	
Calendar	
File Upload	
Claim Calculation	
File Extract	
Reports	
<b>Online Training</b>	

**Administrative Activity Claim Reports**
  
**AAC Claim Reports** [Print all reports in PDF format](#)

<a href="#">Claim Summary Report</a>
<a href="#">Claim Calculation Detail Report</a>
<a href="#">Cost Pool Calculation Report</a>
<a href="#">Operating Costs Report</a>

  
**Other AAC Reports**

<a href="#">A19 Form</a>
--------------------------

  
**Random Moment Time Study Reports**

<a href="#">RMTS Participant Moment Not Completed Report</a>
<a href="#">RMTS Calendar Configuration Report</a>
<a href="#">RMTS Participant Moments Completed to Date Report</a>
<a href="#">Calendar Data Entry Report</a>
<a href="#">RMTS Participation Compliance Status Report</a>
<a href="#">Calendar Data Entry Summary Report</a>

## Calendar Data Entry Report

When you click on the Calendar Data Entry Report, you need to identify the criteria of the calendar information you want to review. From the drop down menus, select the following information:

- Fiscal Year.
- Quarter.
- Claiming Unit
- Calendar Type – i.e. School Division or Work Schedules
- School Division
- Click 'View As Excel' to generate an Excel spreadsheet of calendar information.
- Click 'Back To Reports' to choose a different report.

The screenshot shows the 'Calendar Data Entry Report' form. It contains several dropdown menus for selecting criteria: Year (2017), Quarter (Second Quarter), State (VA), Calendar Type (Work Schedule), School Division (Abc Sunshine School Of Virginia), and Work Schedule (ALL). A red arrow points from the 'View As Excel' link to the 'Calendar Type' dropdown menu.

\*Year : 2017 ▼      \*Quarter : Second Quarter ▼

\*State : VA ▼

\*Calendar Type : Work Schedule ▼

School Division : Abc Sunshine School Of Virginia ▼      Work Schedule : ALL ▼

[View As Excel](#) | [Back to Reports](#)

An Excel spreadsheet will open. Depending upon the criteria you select, you will see the School Division calendar, Work Schedule or individual Health Personnel calendar reports. In Excel you can apply Filters to review the reports to see if there are any outliers.

The report is designed to show:

- h. The Total Minutes for Moments that are available in a day. Is this consistent every day?
- i. Each day in the month is listed, for the quarter, as you scroll to the right.
- j. The number of minutes available per day, per shift, in the Work Schedule Calendar (if you select that criteria option)
- k. Start/End Times. Are the AM/PM times correct? Are the times correct?

Calendar Data Entry Report					
State: VA		User Id: RonnquiR			
Year: 2017		Environment: QA			
Quarter: 2		Is Data Scrambled: No			
Date: 08/05/2016					
Total Minutes for Moments:		1,350		1,350	
Day		10/03/2016		10/04/2016	
School Division	Work Schedule	Minutes/Day	Start/End Time	Minutes/Day	Start/End Time
Abc Sunshine School Of Virginia	Elementary School	450	09:00 AM - 03:00 PM	450	09:00 AM - 03:00 PM
Abc Sunshine School Of Virginia	High School	450	07:30 AM - 02:30 PM	450	07:30 AM - 02:30 PM
Abc Sunshine School Of Virginia	Middle	450	08:00 AM - 03:00 PM	450	08:00 AM - 03:00 PM

- l. Week-end days, vacation days and holidays will list 0 minutes.
- m. Weekly Hours per Work Schedule are listed. Is it over 40 hours/week, under 40 hours/week? Consistent?
- n. The last week of the quarter may have less hours/week due to the number of days in the week.

1,050		1,050		0		
10/06/2016		10/07/2016		10/08/2016		Weekly
Minutes/Day	Start/End Time	Minutes/Day	Start/End Time	Minutes/Day	Start/End Time	HRS
270	08:30 AM - 01:00 PM	270	08:30 AM - 01:00 PM			35.00
150	01:30 PM - 04:00 PM	150	01:30 PM - 04:00 PM			
180	08:30 AM - 11:30 AM	180	08:30 AM - 11:30 AM			22.50
90	12:00 PM - 01:30 PM	90	12:00 PM - 01:30 PM			
360	08:30 AM - 02:30 PM	360	08:30 AM - 02:30 PM			30.00

If the report says "No Data Found," and you did enter a calendar, check the criteria you entered, i.e. Fiscal Year, Quarter, etc.

	A	B	C	D
1	Calendar Data Entry Report			
2				
3	Year: 2016			
4	Quarter: 4			
5	Date: 08/04/2016			
6				
7	No Data Found for the Following Parameters:			
8				
9				

## Calendar Data Entry Summary Report

Use the Calendar Data Entry Summary Report to review the number of work hours per week for the School Division or Work Schedules and to make sure there are no outliers

Calendar Data Entry Summary Report

\*Year :

2017

\*Quarter :

Second Quarter

\*State :

VA

\*Calendar Type :

Work Schedule

School Division :

Abc Sunshine School Of Virginia

Work Schedule :

ALL

[View As Excel](#) | [Back to Reports](#)

- p. Under Administrative Claiming, go to Reports on left (or Back to Reports if available)
- q. Random Moment Time Study Reports grouping
- r. *Calendar Data Entry Summary Report*
- s. Select Year, Quarter, Claiming Unit and Calendar Type.
- t. Hours ending in .98 may be due to a time shift like 11:59, so it is OK.
- u. Click View As Excel to generate an Excel spreadsheet of calendar information

Depending upon the criteria you selected, School Division or Work Schedule level, the details will vary. Fourteen weeks will be listed across the spreadsheet, listing the number of hours per week. Are the hours consistent? Are the weeks with fewer hours or zero hours holiday or vacation weeks?

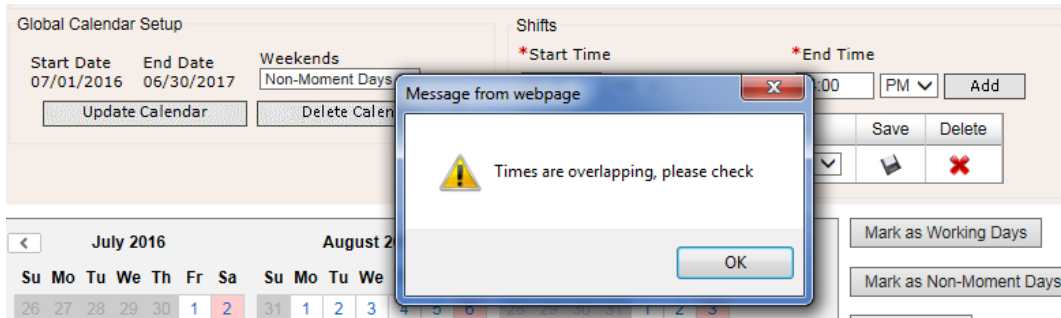
It helps to look at the actual calendar to look for holiday or vacation time.

1	<b>Calendar Data Entry Summary Report</b>					
2	State: VA					
3	Year: 2017					
4	Quarter: 2					
5	Date: 08/05/2016					
6						
7			<b>Week 1</b>	<b>Week 2</b>	<b>Week 3</b>	<b>Week 4</b>
8	<b>School Division</b>	<b>Work Schedule</b>	<b>HRS</b>	<b>HRS</b>	<b>HRS</b>	<b>HRS</b>
9	Abc Sunshine School Of Virginia	Elementary School	0.00	37.50	30.00	37.50
10	Abc Sunshine School Of Virginia	High School	0.00	37.50	30.00	37.50
11	Abc Sunshine School Of Virginia	Middle	0.00	37.50	30.00	37.50

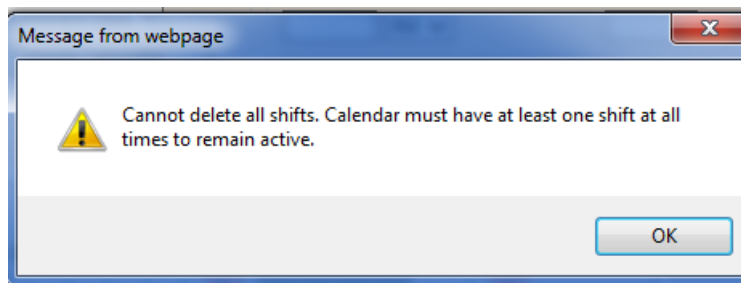


## I. Errors and Other Messages

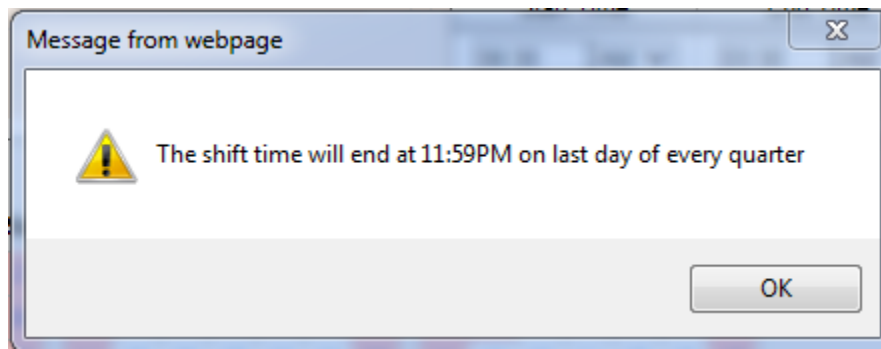
When entering a new or second shift by editing the boxes, if you don't click Save before entering the second Start and End Time, you will get an error message.



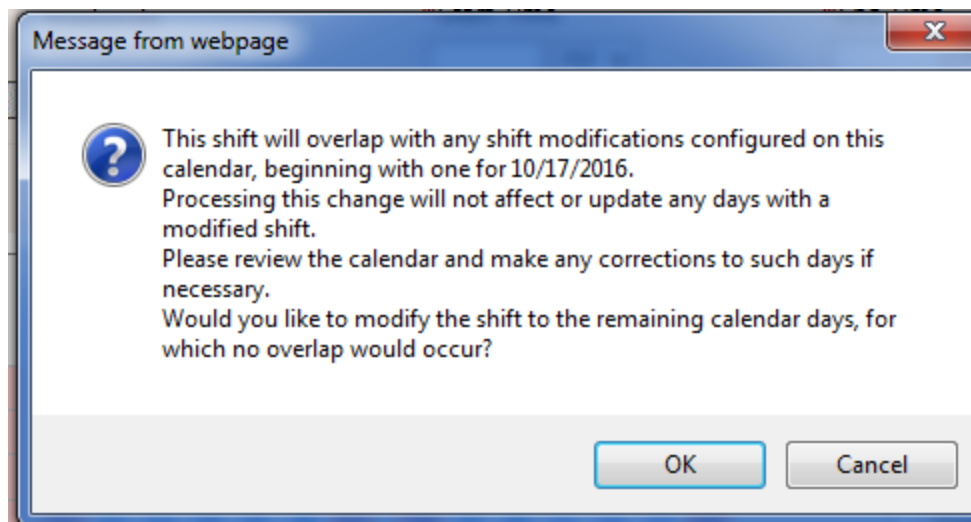
If there is only one shift schedule (Start Time and End Time) and you click the red Delete button, you will get the following error message. There must always be a shift time listed. If you are changing times within the listed time period for the entire quarter, edit the Start Time, End Time fields. If you are changing times for specific dates, see Modify Shift.



The time for last day of every quarter ends at 11:59 p.m. so that it does not affect the next quarter.



When a date in the calendar has been modified and other changes are made to apply to all days in the quarter, modified days need to be edited on an individual basis as needed.



## J. Resources

For assistance please e-mail [RMTSHelp@umassmed.edu](mailto:RMTSHelp@umassmed.edu) or call 1-800-535-6741.